

Job Description

Coordinator Finding Words, Indiana

Salary: Part-time, contractual position working 15 hours per week at \$15.00 per hour. Annual Salary - \$11,700

Reports To: Assigned Coalition Board Member

Educational Requirements:

Bachelor's Degree or related experience preferred.
Knowledge of and experience with computer, clerical and bookkeeping procedures

Responsible for the overall coordination, monitoring and reporting activity involved in the preparation and implementation of the Finding Words, Indiana Training Program.

Duties include:

Maintain registration of students for Finding Words, Indiana Trainings. Maintain student roster for participation and handle all mailing of registration forms, pre-reading material and confirmation letters to students.

Work with Treasurer of Coalition on invoicing and payment of registrations to insure payment has been received.

Update and maintain Course brochure with necessary information to insure prompt registration.

Schedule and coordinate site/county visits to be made by Board Member of Coalition.

Coordinate children's activity during training week including children participation and children bags.

Coordinate all food preparations, evening events, faculty dinner, etc... for each week of training.

Coordinate, copy and maintain all pre-reading material, new research articles and information pertaining to training materials.

Coordinate all audio-video equipment, tapes and other training material needed for week training.

Coordinate with the Board Members of the Coalition in the areas of faculty, printed materials and presentations.

Attend and oversee week-long conference five sessions for 2005.

Coordinate all binder material, update binder pages, print and communicate all changes to assigned faculty. Have faculty binders available to all faculty members prior to training weeks.

Prepare all participant/student packet information, including registration information, weekly training agenda, and all necessary information for training.

Work with Executive Director in county of training location to work out site requirements, hotel accommodations, etc... Individual will be responsible for training site and room accommodations for training, faculty and student participants.

Coordinate all Faculty travel, training dates and accommodations for Faculty for each training session. Make airport and hotel reservations/transportation for Faculty and Staff members.

Handle all marketing/public relations duties in training location for local business support. Work with all CAC's in Indiana to display local center information during training.

Store and maintain all equipment, supplies and material for Finding Words, Indiana. Overall responsibility of setting up rooms, monitoring of equipment, etc... during training week.

Handle office phone calls for Finding Words, Indiana and general office duties for maintaining and promoting training.

All other duties assigned by Board of Directors for Coalition.

Employment:

The Indiana Coalition of Child Advocacy Centers does not discriminate in employment or service delivery on the basis of race, sex, age, religion, gender, national origin, handicap, or sexual orientation.

All employment will be formally evaluated on an annual basis.

All employment relationships with the Indiana Coalition of Child Advocacy Centers are of an at-will nature and may be terminated at anytime, with or without cause, and with or without notice. Nothing in any job description employment agreement, personnel policy, or future evaluation shall alter the at-will nature of this employment.